

## **Stakeholder Forum Protocol for Facilitation of Public Group Meetings**

1. Materials Needed: Sign in, chart paper, markers, room set up facilitators, recorders, surveys, flyer for future meetings and website information.

- Need to anticipate translation equipment and translator, contact individual sites and get information to the sites with the questions to be addressed in the meeting.
- Determine timing based on size of group, most meetings are scheduled for three hours.

2. Facilitator: Welcome Group to Order

- State purpose of the public hearing/meeting: Discuss bilingual teaching and bilingual teachers. Indicate that the state (CTC) is interested in learning what their opinions, what they think, about the work and preparation of bilingual teachers.
- Elicit characteristics from audience of a strong effective bilingual teacher.
- Frame questions to prepare the audience for the breakouts where they will address the 4 questions guiding the work group. (Stress importance of their honest input during this process)

3. State the questions and paraphrase, modify in accordance to your audience and break into small groups with butcher paper and markers for each group., Groupings will be determined by facilitator. Time in groups can vary from 1 hour to 2 hours.

4. Recorder will give small group instruction, “We will summarize our discussion to share your input with the State. You will have an opportunity to provide more specific individual opinions/input by completing a questionnaire to be distributed at the end of the meeting.” Each recorder will then lead a discussion around the four key questions..

5. Conclusion: Bring groups back together and debrief. Distribute flyers for future meeting and/or information for on-line surveys.

6. PROVIDE TIME AFTER SMALL GROUP REPORTS FOR PUBLIC COMMENT.

7. Facilitator: Collect all surveys and sign-in sheets. Be sure that all those submitting an individual questionnaire have completely filled out the front page, including the place and date of the meeting and your name on the line next to “Group Facilitator”. Submit to:

Susan Porter

c/o CCTC

1900 Capitol Avenue, Sacramento CA 95814.

Include with the information a brief letter indicating: Your name, contact information and number of attending.